

## **CHARTER (Revised)**

### **NORTHERN PLAINS AREA SECRETARIAL ADVISORY COUNCIL**

November 7, 2001

#### **MISSION**

The mission of the Northern Plains Area Secretarial Advisory Council (NPASAC) is to provide a resource for the Area Director and management for matters relating to the secretarial profession. The Council is to work with the Area Director and management in an advisory capacity on new initiatives which impact employees in the organization, provide input and serve as liaison to the NPA representative to the ARS National Advisory Council for Office Support Professionals (NACOSP) on matters which impact employees Agency-wide, and to enhance the secretarial profession through training, mentoring and recognition.

#### **VISION**

Our vision is to ensure that NPA has highly skilled professionals working in partnership with management to meet the secretarial and administrative needs of the organization.

#### **GROUND RULES**

- Approach tasks positively and optimistically.
- Treat each other professionally, regardless of functional responsibility, grade or position.
- Take responsibility for our decisions and actions. We are accountable and flexible.
- Be candid.
- Encourage giving and receiving constructive feedback.
- Listen, share information and resources.
- Approach and resolve conflict openly.
- Have fun and value humor.
- Stand together as a team.
- Decisions by consensus - can live with decision made.
- Keep records, start and end meetings on time.
- Quorum should be present.

#### **OBJECTIVES**

- Recommend and promote recognition for secretaries.
- Support the NACOSP.
- Encourage mentoring for newly hired secretaries and secretarial support staff through the

new secretary orientation, the resource assistants list, the Quick Reference Guide, and the NPASAC website.

- Identify and encourage outside training for secretaries, as needed, such as coordination and organizational skills, time and office management.
- Encourage networking among secretaries for effective communications and efficient working relationships, providing assistance and back-up between various offices.
- Inform secretaries of new procedures, forms, and systems.
- Identify and advise the Area Director and management on matters concerning the secretarial profession.
- Recommend secretaries attend the NPA Leadership Meetings and develop the agenda for the secretarial portion of the meeting.

#### **SCOPE AND COVERAGE**

- The Northern Plains Area Secretarial Advisory Council will represent employees in the Secretarial Series, GS-318; Office Automation Series, GS-326; Clerk Typist Series, GS-322; and other relevant office support occupational series within the NPA.

#### **COUNCIL MEMBERSHIP**

- Membership will be made up of one representative from the Area Director's office and the remainder from the locations throughout the Northern Plains Area. The Area Director's secretary will serve as an Ex-Officio member. NPA Council members will be appointed by the Area Director based upon recommendations submitted by the Council. Volunteers will be solicited.
- The representative from the Northern Plains Area to the NACOSP will serve as Technical Advisor and shall be selected by the Area Director from persons who have served, or are presently serving, on the Northern Plains Area Council. Upon appointment to the National Council, a new member shall then be selected to serve on the NPA Secretarial Advisory Council.
- Appointments will be for three years.
- Terms will begin October 1 and end September 30. If a member cannot complete a term, the new appointee will finish the remainder of the term. If the resigning member has one year or less remaining, the new member will serve the remainder of the term plus an additional term.

## **ROLES AND RESPONSIBILITIES**

### **Chairperson will:**

- Rotate yearly among members.
- Organize meetings and issue agendas.
- Preside at all meetings and conference calls.
- Advise and work with management on implementing policies and programs affecting the NPA.
- Develop correspondence from the Council and obtain appropriate approvals prior to dissemination.
- Arrange conference calls as needed.
- Inform Council members of future meeting arrangements.

### **Recorder will:**

- Rotate yearly.
- Record and distribute highlights and action items of meetings.
- Maintain an accurate roster and e-mail list of membership and current biographical information on Council members.

### **Technical Advisor will:**

- Ensure all Council meetings are conducted in accordance with the established charter and appropriate issues are addressed.
- Ensure that all recommendations from the Council are consistent with rules and regulations.

### **All Members will:**

- Support and actively participate in the activities of the Council.
- Collect and report information on significant activities, questions, and concerns.
- Keep NPA secretaries aware of information and activities of the Council and related programs.
- Provide current biographical information upon appointment to the Council.

## **OPERATING PROCEDURES**

- The Council will meet yearly. Special meetings will be held as called by the chairperson. Meetings will be held at the Area office.
- Hold conference calls as needed.
- Recommendations from the Council with Area-wide impact will be submitted to the Area Director for approval prior to implementation.

- Highlights and action items from the meetings distributed Area-wide to all secretaries.
- A replacement will be named prior to the expiration of a member's term.
- Official Council records will be retained by the Recorder.
- All members of the Council will adhere to the following principles:
  - All members will be expected to attend meetings and participate.
  - Confidentiality of all discussions will be maintained.
- A calendar year progress report will be provided to Area Director and the NACOSP by March 1 of each year.
- Feedback on Council issues and activities is encouraged.

#### NORTHERN PLAINS AREA SECRETARIAL ADVISORY COUNCIL

<u>11/7/01</u> Date	<u>Louise Dalton</u> Louise Dalton, Member
<u>11-7-01</u> Date	<u>Polly McMichael</u> Polly McMichael, Member
<u>12/5/01</u> Date	<u>Linda L. Kelly</u> Linda Kelly, Member/Chair
<u>11-7-01</u> Date	<u>Cheri Marshall</u> Cheri Marshall, Member/Recorder
<u>11-7-01</u> Date	<u>Marsha Grunewald</u> Marsha Grunewald, Member
<u>11-7-01</u> Date	<u>Kathleen L. Aragon</u> Kathleen Aragon, Technical Advisor
<u>11-7-01</u> Date	<u>Olga Lee</u> Olga Lee, Ex-Officio Member

#### APPROVED:

<u>12-6-01</u> Date	<u>W. H. Blackburn</u> W. H. Blackburn, Area Director
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